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|  | MARIANO MARCOS STATE UNIVERSITY Procurement Division | | Document Code | PD-FRM-002 |
| | Request for Quotation (RFQ) (Goods and Services) | | Revision No. | 5 |
| | | | Effectivity Date | April 20, 2022 |

REQUEST FOR QUOTATION (RFQ)

Date: 11/17/2022

PR No. 2022-06-205(01101101)

Sir/Madam:


Please quote your lowest price on the item/s listed below, and submit your quotation duly signed by you or your duly authorized representative not later than **3 days** subject to the Terms and Conditions provided at the last page of this RFQ.

Delivery period must be at least within **30 days** upon receipt of the Notice to Proceed or Purchase Order.


For any clarification, you may email us at bac@mmsu.edu.ph.


NATHANIEL R. ALIBUYOG
 BAC CHAIR


| ITEM | QTY | Unit | ITEM DESCRIPTION | ABC/unit | UNIT PRICE |
|-----------------|-----|--------|--|----------|------------|
| 26111702-BT-A01 | 148 | pack | BATTERY, Dry Cell, AAA, 2 pieces per blister pack | 29.60 | |
| 26111702-BT-A03 | 11 | pack | BATTERY, Dry Cell, D, 1.5 volts, alkaline, 2 pieces per blister pack | 144.30 | |
| 12171703-SI-P01 | 5 | bottle | STAMP PAD INK, purple or violet, 50ml | 46.20 | |
| 31151804-SW-S01 | 57 | box | STAPLE WIRE, STANDARD, (26/6) | 33.83 | |
| 31201512-TA-T01 | 30 | roll | TAPE, TRANSPARENT, width: 24mm (±1mm), usable length: 50 meters | 15.14 | |
| 31201517-TA-P01 | 30 | roll | TAPE, PACKAGING, width: 48mm (±1mm), usable length: 50 meters | 29.96 | |
| 31201610-GL-J01 | 11 | jar | GLUE, all-purpose, gross weight: 200 grams min. | 93.15 | |
| 44101602-PU-P01 | 1 | piece | PUNCHER, paper, heavy duty, with two hole guide | 197.94 | |
| 44111515-DF-B01 | 20 | piece | DATA FILE BOX, made of chipboard, with closed ends | 115.80 | |
| 44121504-EN-W02 | 10 | box | ENVELOPE, mailing, white, with window, 500 pieces per box | 621.20 | |
| 44121506-EN-D02 | 4 | box | ENVELOPE, DOCUMENTARY, for legal size document, 500 pieces per box | 1,390.74 | |

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| 44121506-EN-M02 | 4 | box | ENVELOPE, MAILING, white, 70gsm (-5%), 500 pieces per box | 543.66 | |
| 44121506-EN-X01 | 8 | box | ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc, 100 pieces per box | 1,107.60 | |
| 44121612-BL-H01 | 4 | tube | CUTTER BLADE, for heavy duty cutter, 10pcs/tube | 22.23 | |
| 44121612-CU-H01 | 17 | piece | CUTTER KNIFE, for general purpose | 50.15 | |
| 44121615-ST-S01 | 2 | piece | STAPLER, STANDARD TYPE, 200 staples min | 265.20 | |
| 44121706-PE-L01 | 39 | box | PENCIL, lead, w/ eraser, wood cased hardness:HB or 2, 1 dozen per box | 31.19 | |
| 44121708-MP-B01 | 70 | piece | MARKER, PERMANENT, bullet type, black | 13.47 | |
| 44121708-MP-B02 | 34 | piece | MARKER, PERMANENT, bullet type, blue | 13.47 | |
| 44121708-MP-B03 | 15 | piece | MARKER, PERMANENT, bullet type, red | 13.47 | |
| 44121708-MW-B01 | 78 | piece | MARKER, Whiteboard, black, felt tip, bullet type | 20.07 | |
| 44121708-MW-B02 | 6 | piece | MARKER, Whiteboard, blue, felt tip, bullet type | 20.07 | |
| 44121708-MW-B03 | 24 | piece | MARKER, whiteboard, red, felt tip, bullet type | 20.07 | |
| 44121716-MA-F01 | 9 | set | MARKER, FLUORESCENT, 3 assorted colors per set | 66.62 | |
| 44122008-IT-T01 | 27 | box | INDEX TAB, self-adhesive, transparent | 79.71 | |
| 44122011-DF-F01 | 177 | piece | DATA FOLDER, made of chipboard, taglia lock (lxwxh) (380mm x 75mm x 230mm) | 102.96 | |
| 44122011-FO-T04 | 27 | pack | FOLDER, w/ TAB, for legal size documents, 100 pieces per pack, 14pts | 450.00 | |
| 44122018-FT-D02 | 10 | set | FILE TAB DIVIDER, bristol board, for Legal, 5 colors per set | 16.70 | |
| 44122037-RB-P10 | 4 | bundle | RING BINDER, 84 rings, plastic, 32mm x 1.2m, 10 pieces per bundle | 359.69 | |
| 44122101-RU-B01 | 6 | box | RUBBER BAND, 70mm min lay flat length (no. 18), 350 grams (min) (net weight) | 164.25 | |
| 44122104-PC-J02 | 100 | box | PAPER CLIP, vinyl/plastic coated, length:50mm min, 100 pieces per box | 21.06 | |
| 44122105-BF-C01 | 103 | box | CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm), 12pcs/box | 13.58 | |

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| 44122105-BF-C02 | 87 | box | CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm), 12 pcs/box | 22.91 | |
| 44122105-BF-C03 | 60 | box | CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm), 12pcs/box | 31.20 | |
| 44122118-FA-P01 | 56 | box | FASTENER, METAL, 70mm between prongs, 50 sets per box | 125.12 | |
| 44122027-FO-P01 | 3 | box | FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm), 100 pieces per box, white | 1428.96 | |
| 14111503-PA-P01 | 20 | ream | PAPER, PARCHMENT, size: 210mm x 297mm, multi-purpose | 152.57 | |
| 14111507-PP-C01 | 219 | ream | PAPER, Multi-Purpose (COPY) A4, 70gsm | 192.66 | |
| 14111507-PP-C02 | 144 | ream | PAPER, Multi-Purpose (COPY) Legal, 70gsm | 254.10 | |
| 14111514-NB-S01 | 5 | piece | NOTEBOOK, STENOGRAPHER, spiral, 40 leaves | 18.06 | |
| 14111514-NP-S02 | 85 | pad | NOTEPAD, STICK-ON, 50mmx76mm (2"X3") min, 100 sheets per pad | 55.59 | |
| 14111514-NP-S04 | 65 | pad | NOTE PAD, STICK ON, 76mm x 100mm (3" x 4") min, 100sheets per pad | 88.92 | |
| 14111531-PP-R01 | 11 | pad | PAPER, PAD, ruled, size: 216mm x 330mm (A±2mm) | 43.68 | |
| OSD-112-042 | 3 | piece | TYPE WRITER RIBBON, twin spool (black) | 300.00 | |
| OSD-112-062 | 129 | piece | BALLPEN, black | 20.00 | |
| OSD-112-064 | 29 | piece | BALLPEN, red | 20.00 | |
| OSD-112-093 | 50 | piece | EXPANDING ENVELOPE, legal size, personalized with MMSU logo | 35.00 | |
| OSD-112-106 | 14 | pack | INDEX STICKER LABEL STICKY NOTE, mark tabs / divider, arrow shape | 60.00 | |
| OSD-112-117 | 28 | ream | PAPER, Multicopy, 80gsm, size 215.9mm x 279.4mm (Letter Size) | 255.00 | |
| OSD-112-118 | 1 | ream | PAPER, Multi-purpose (COPY) Letter Size, 70gsm | 255.00 | |
| OSD-112-122 | 20 | jar | PASTE SOLID, 200grams | 60.00 | |
| OSD-112-124 | 2 | box | PENCIL LEAD, no. 2, with eraser, 1 dozen per box | 100.00 | |
| OSD-112-130 | 4 | piece | PUNCHER, 2 hole, 7 cm, 25 sheets Heavy duty w/ paper gauge | 290.00 | |
| OSD-112-138 | 3 | roll | RIBBON, 1/2 inch width, green | 172.50 | |
| OSD-112-145 | 70 | piece | SIGN PEN, ink gel, black, .7mm | 100.00 | |

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|-------------|----|-------|---|--------|--|
| OSD-112-150 | 1 | box | STAPLE WIRE, heavy duty, 23/6 | 31.00 | |
| OSD-112-151 | 1 | box | STAPLE WIRE, heavy duty, 23/10 | 31.00 | |
| OSD-112-153 | 1 | box | STAPLE WIRE, heavy duty, 23/23 | 31.00 | |
| OSD-112-156 | 37 | pack | STICKER PAPER, A4, 10pcs/pck | 90.00 | |
| OSD-112-158 | 3 | roll | TAPE, double sided, 1/2" | 50.00 | |
| OSD-112-185 | 12 | roll | TAPE, binding, 12mm, 10m, black | 104.50 | |
| OSD-112-186 | 2 | roll | TAPE, binding, 48mm, 10m, blue | 115.50 | |
| OSD-112-189 | 12 | piece | CORRECTION PEN, fine point | 115.50 | |
| OSD-112-196 | 5 | piece | GLUE, 130 grams | 71.50 | |
| OSD-112-210 | 1 | pack | PHOTO PAPER, matte, 10pcs/pack, A4 size | 110.00 | |
| OSD-112-211 | 15 | pack | PHOTO STICKER, transparent/clear, A4 size, 70gsm, 10sheets/pack | 110.00 | |
| OSD-112-212 | 9 | box | PUSH PIN, hammer head type, 100pcs/box | 27.50 | |
| OSD-112-216 | 15 | piece | RING BINDER, 24mmx1.2m (1"), flat | 33.00 | |
| OSD-112-218 | 10 | piece | RING BINDER, 14mmx1.2m | 13.20 | |
| OSD-112-219 | 10 | pack | RING BINDER, 16mmx1.2m | 18.70 | |
| OSD-112-222 | 10 | piece | RING BINDER, 22mmx1.2m | 26.40 | |
| OSD-112-223 | 5 | piece | RING BINDER, 25mmx1.2m (1") | 33.00 | |
| OSD-112-230 | 47 | piece | SIGN PEN, V10 grip, 1.0mm, black | 78.10 | |
| OSD-112-231 | 17 | piece | SIGN PEN, GREEN, 0.5mm needle tip | 51.92 | |
| OSD-112-235 | 5 | roll | TAPE, Binding, 48mm, 10m, green | 115.50 | |
| OSD-112-237 | 25 | roll | TAPE, Double-sided, White, 1" | 30.80 | |
| OSD-112-248 | 10 | box | PUSH PIN, colored, 3cm, 50pcs/pack | 27.50 | |
| OSD-112-249 | 8 | roll | TAPE, Binding, 48mm, 10m, black | 115.50 | |
| OSD-112-250 | 32 | pack | PHOTO PAPER, glossy, 10pcs/pack, A4 size | 150.00 | |
| OSD-112-266 | 5 | piece | RING BINDER, 50mm (2") | 70.33 | |
| OSD-112-272 | 22 | pack | STICKER PAPER, matte, 8.5x13, 10pcs/pck | 60.00 | |
| | | | XXXXXXXXXX | | |

TOTAL ESTIMATED BUDGET: P237,160.78

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REMARKS/NOTE: _____

After having carefully read and accepted your Terms and Conditions, I/we submit our quotation/s on the item/s at prices indicated above.

| | |
|-------------------------------------|---------------------------------------|
| Business Name: _____ | _____ |
| Business Address: _____ | Signature over Printed Name |
| Printed Name of the Owner: _____ | _____ |
| TIN: _____ | Tel. No./Cellphone No./e-mail address |
| PhilGEPS Registration Number: _____ | _____ |
| Business Permit: _____ | Date |
| Omnibus Sworn Statement: _____ | |
| Annual Income Tax Return: _____ | |

Canvassed by: _____

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Bidders may quote for any or all of the items.
3. Bidders shall submit a copy of the following documents along with the Quotation:
 - a. PhilGEPS Registration Number
 - b. Mayor's Permit / Business Permit
 - c. Omnibus Sworn Statement (for ABC's above P 500,000.00)
 - d. Income/Business Tax Return (for ABC's above P 500,000.00)
 - e. Certificate of Public Conveyance (CPC) for vehicle rentals and truckings
4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. Award of contract shall be made to the lowest quotation which complies with the minimum technical specifications and other terms and conditions stated herein.
7. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
8. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
9. The University has the right to inspect and/or test the goods to confirm their conformity to the technical specifications.
10. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay.